



MEMORANDUM

Date: March 18, 2004

To: Language Survey Coordinators

From: State Personnel Board - Bilingual Services Program

Subject: Memorandum #7 – Language Survey On-Line System
Training - How to Log In and Enter Unit Staff Summary (Form D) and Unit
Contact Summary (Form E) Data

Due to a high level of requests from departments, the Bilingual Services Program will be providing training on Tuesday, March 23, 2004 at 9:00 A.M. to 10:00 A.M. in Room 312 at the State Personnel Board located at 801 Capitol Mall in Sacramento. The training will be a review on: How to log in the Language Survey On-Line System and Enter Form D and Form E Data. Because of the limited time available for this training, you are encouraged to contact your bilingual services coordinator directly if you have any other questions regarding the language survey.

Please let your bilingual services coordinator know by e-mail, if you are planning to attend this training.